



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
**INDIVIDUAL REQUEST FOR
CONTINUING EDUCATION CREDIT**

MISSOURI REAL ESTATE COMMISSION
3605 MISSOURI BOULEVARD
P.O. BOX 1339
JEFFERSON CITY, MO 65102
(573) 751-2628
FAX (573) 751-2777

FEE RECEIVED

20 CSR 2250-10.100 (5) provides that licensees may, if acceptable to the Commission, receive continuing education credit for courses not previously submitted by the provider for approval. To have non-preapproved course(s) evaluated, complete this form and submit it along with all attachments listed below. A copy of this form will be returned to you showing any credit granted.

Applications for non-preapproved course credit must be postmarked as applied by the postal service or hand delivered to the office of the Missouri Real Estate Commission no later than 90 days prior to the expiration of their Missouri real estate license. Broker type licenses expire June 30th of even numbered years and salesperson type licenses expire on September 30th of even numbered years, thus making requests due no later than March 30th and June 30th respectively of every even-numbered year.

ATTACH THE FOLLOWING:

- A check for **\$10 per course** made payable to the Missouri Real Estate Commission. All fees are nonrefundable.
- Course completion certificates from the course sponsor that have been typed and completed by the provider prior to delivery to the student or provide a letter signed by the provider verifying your attendance. For each course to be considered, certificate or letter must include name of licensee, name of course sponsor, course title, number of class hours earned, course date, and signature of the sponsor's representative. "Fill-in" certificates (handwritten) are not acceptable.
- A copy of the provider's description of the course content.
- Proof of a proctored closed-book exam for each correspondence or home study course and/or proof of a final closed-book exam for on-line or computer based training (CBT) courses.
- Self-addressed stamped envelope.

LICENSEE NAME	MISSOURI REAL ESTATE LICENSE NUMBER	LICENSE TYPE
COMPLETE MAILING ADDRESS (STREET, CITY, STATE, AND ZIP CODE)		
EMAIL ADDRESS	BUSINESS PHONE NUMBER	FAX NUMBER

LIST NON-PREAPPROVED COURSES FOR WHICH CREDIT IS REQUESTED

TITLE	HOURS	DATE OF COURSE COMPLETION

Note: Missouri law requires all licensees to complete 9 elective hours and 3 core curriculum hours during each license period. Any course or program must be at least 3 hours in duration.

Hours must be earned during the current license period.

DO NOT WRITE BELOW THIS LINE - FOR MREC USE ONLY

You were granted _____ elective hours and/or _____ core hours toward your twelve hours of Missouri continuing education for the renewal period ending _____.

EDUCATION SPECIALIST	DATE
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☐ Keep this Individual Request with your license records.

☐ Send a copy of this completed Individual Request with your license renewal application and fees.